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15 JUN 1983

ICS-83-5494

MEMORANDUM FOR: Director, Intelligence Community Staff

FROM : Clarus W. Rice  
Director of Central ReferenceSUBJECT : Designation of Control Points for Motion Pictures  
and VideotapesREFERENCE : 

1. The reference requires Operating Officials to designate control officers through which requests for the loan to motion pictures and videotapes are channeled. Attached is a list of personnel who are currently serving as film/video control officers in your office. Please review the name(s) and make any necessary additions or deletions by completing a Form 725, Designation or Revocation of Authority, for each change or reconfirmation.

2. Please return the attached list and Form 725 to:

Chief, Pictorial Services Branch, OCR  
Room 1E4822 Headquarters.

Any questions regarding this procedure may be directed to

Chief, Pictorial Services Branch, on extension

3. The referenced instruction requires each office control point to maintain control of and accurate records on all motion pictures and videotapes requested and loaned through them.

4. A recent audit report of the Directorate of Intelligence pointed out the need for OCR to strengthen its procedures on the loan and control of videotapes and motion pictures. In compliance with this, OCR will:

a. Annually provide contact officers with two copies of a status report and require that the officer verify the accuracy of the listings, i.e., that a physical inventory of the films cited on the status report has been made. A signed copy of the status report must then be returned to OCR for file and future audit review.

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b. Request personnel officers to include the pictorial control officer on their personnel checkout sheet to ensure return of films/videotapes or proper accountability to a new responsible officer.

STAT



Clarus W. Rice

Attachment:  
As stated

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Personnel currently serving as Film/Video Control Officers:

STAT

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